

Town of Winchester Subdivision Application

Types of subdivision:

Major subdivision: A subdivision of four (4) or more lots, or one which involves the creation of new streets and or utilities.

Minor subdivision: A subdivision of land not more than three (3) lots for building development purposes, with not potential for re-subdivision on an existing street; or one which does not involve the creation of new streets and/or utilities.

Technical subdivision or Boundary line Adjustment: A subdivision of land into two (2) lots for the purpose of conveying one such lot directly to an abutting landowner. The parcel conveyed does not constitute a separate building lot; however, said parcel may be used for building development in conjunction with contiguous land owned by an abutter.

The Winchester Planning Board meets the first and third Monday of each month when there is business.

Applications are made to the board on forms provided online or at the Town Hall. All applications and documents shall be submitted to the Land Use Office at least 21 days prior to any action of the board. Application fees are to be paid in full at time of submission. Minor and Technical subdivision fees are \$175.00 and Major subdivisions are \$350.00. Additional fees may be required if there is a large number of abutters to be notified. **All applications shall include separate checks made out to the Cheshire County Registry of Deeds for the recording costs at \$26 per plan page and the L-chip fee of \$25.**

Number of plans required: Four full size, one mylar and an electronic copy.

Copies of the Subdivision Regulations, Zoning Ordinance and the board's Rules of Procedure are available on line at www.winchester-nh.gov/landuse and at the town hall.

**Town of Winchester
Major/Minor
Subdivision Application**

DATE: _____ Map# _____ Lot# _____

NAME & ADDRESS OF APPLICANT: _____
_____ PHONE# _____

NAME & ADDRESS OF OWNER: _____
_____ PHONE# _____

NAME & ADDRESS OF SURVEYOR: _____
_____ PHONE# _____

NAME & ADDRESS OF ENGINEER: _____
_____ PHONE# _____

PROPERTY LOCATION: _____ ZONING DIST: _____

SIZE OF EXISTING LOT: _____ SIZE OF PROPOSED LOT(S): _____

WHAT IS THE INTENDED USE OF THE LOTS? _____

WHAT STRUCTURES ARE ON THE PROPERTY AND THEIR USE? _____

WHAT IF ANY, WAS THE PREVIOUS USE OF THE PROPERTY? _____

PUBLIC WATER /SEWER APPROVALS? _____ NHDES APPROVALS? _____

DRIVEWAY PERMIT? _____ ALTERATION OF TERRAIN PERMIT? _____

IF THE OWNER OR APPLICANT HAS ANY INTEREST IN A PARTNERSHIP OR IN A CORPORATION OF AN ABUTTING PROPERTY, PLEASE EXPLAIN _____

IS A MODIFICATION OF THE SUBDIVISION REGULATIONS REQUESTED FOR THIS PROJECT? _____ IF YES, ARE ALL REQUESTS SUBMITTED IN WRITING? _____

IS THE ATTACHED ABUTTERS LIST COMPLETED? _____

APPLICANTS SIGNATURE: _____ DATE: _____

OWNERS SIGNATURE: _____ DATE: _____

Town of Winchester
Boundary Line Adjustment/Technical Subdivision Application

Date: _____

Map# _____ Lot# _____

Zoning District: _____

Map# _____ Lot# _____

Property Location: _____

Name & Address of Applicant: _____

Phone # _____ email: _____

Name & Address of owner(1) : _____

Phone# _____ email: _____

Name & Address of owner(2): _____

Phone# _____ email: _____

Name & Address of Surveyor: _____

Phone# _____ email: _____

Size of existing lot(s): (1) _____ (2) _____ (3) _____ (4) _____

Sizes after adjustment : (1) _____ (2) _____ (3) _____ (4) _____

What structures(s) are located on the properties? _____

Is the structure a duplex or multifamily? _____

Will there be new structures on the property? _____

Are either lot non-conforming? _____ Will this create a non-conforming use? _____

Is there approval in writing from the mortgagee(s) for this adjustment? _____

Is the letter of representation attached? _____

The applicant will need to submit a surveyed plat of the proposal with a completed application which includes a checklist and abutters list.

Upon approval of the adjustment new deeds reflecting the adjustment shall be supplied with the plan for recording.

Applicant's signature: _____ Date: _____

Owner (1) signatures(s) _____ Date: _____

_____ Date: _____

Owner (2) signatures(s) _____ Date: _____

_____ Date: _____

Application Checklist

The items listed below are minimum standards for subdivisions. The Planning Board may, in certain cases, need to request additional information and the applicant has the responsibility to furnish any reasonable request.

Y	N	N/A	
—	—	—	1) On the plan; name of subdivision, name & address of owner,
—	—	—	2) name, license #, seal, signature, north arrow, scale, date & POB,
—	—	—	3) locus plan, zoning designations, boundary survey,
—	—	—	4) location of permanent markers, property lines, lot areas in sqft & acres,
—	—	—	5) setback lines, lot numbers according to the tax map, driveway location,
—	—	—	6) names of abutting properties, street names, easements, building locations,
—	—	—	7) proposed easements, rights-of-ways, septic area and well w/radius, perc tests,
—	—	—	8) water courses, ponds, rock ledges, stone walls, foliage lines & open space.
—	—	—	9) Plan for sedimentation & erosion control.
—	—	—	10) Copy of driveway permit.
—	—	—	11) Copy of deed restrictions and/or deed for easements or rights-of-way.
—	—	—	12) Copy of municipal water & sewer approvals.
—	—	—	13) Copy of any state or federal permits (ie. NHDES, NHDOT)
—	—	—	14) Proposed road names, classifications, and travel widths
—	—	—	15) Final road profiles, centerline stationing and cross sections
—	—	—	16) USGS contour lines at two foot intervals
—	—	—	17) Soil data and wetland delineations
—	—	—	18) Location and profiles proposed waterlines, sewer lines, culverts, drain and Connections.
—	—	—	19) Location of proposed and existing wells & septic systems